

☐ ORIGINAL REQUISITION ☐ REVISED REQUISITION
 FOR: (check one)
☐ Hyatt Corporation ☐ Roset & Purchasing
☐ Hyatt Hotels Corporation ☐ Regency Productions by Hyatt
☐ Regency Systems Solutions ☐ National Sales Office

PERSONNEL REQUISITION/ STATUS CHANGE

Date Received by HR _____

PERSONNEL REQUISITION

POSITION/DEPT: Eastern National Sales EST. START DATE: _____
☐ Regular Full Time ☐ Regular Part Time _____ # Hours per week

Check the appropriate box and complete the required information.

☒ REPLACEMENT:

For Whom? Barbara Best Date of Term 1/00 Budgeted Salary 73200 (Salary Range _____)
 REQUIRED JOB RELATED SKILLS/CRITERIA: _____

☐ RECLASSIFICATION: (A complete Position Description with justification must accompany this request)

☐ Unbudgeted ☐ Budgeted Budgeted Amount _____ Replaces what position? _____
 Salary Range _____ New Salary Range _____ New Job Title _____

☐ NEW POSITION: (A complete Position Description with justification must accompany this request)

☐ Unbudgeted ☐ Budgeted Budgeted Amount _____ Salary Range _____ Job Title _____

STATUS CHANGE

Name <u>Holly Crompton</u>		Social Security Number _____		Original Hire Date _____	
PRESENT STATUS			PROPOSED CHANGE		
Position <u>Sales Manager</u>	Date in Position <u>10/19/98</u>	Position <u>Mgr. National Accts.</u>	Effective Date <u>3/1/00</u>		
Location/Dept. <u>McCormick Place</u>	Date Control # _____	Location/Dept. <u>ENSO-DC</u>	Date Control # <u>0095</u>		
Annual or Hourly Pay <u>\$35,000</u>	Pay Range <u>\$1,400-\$7,100</u>	Annual or Hourly Pay <u>\$48,000</u>	Pay Range <u>\$6,000-\$77,500</u>		
Amt. % & type of last increase <u>\$2000 equity</u>	Date of last increase <u>10/19/98</u>	Amt. % & type of this increase <u>4% merit 2150</u>	Next Review Date <u>3/1/01</u>		
		Last day of pending contract <u>12/31/99</u>	First day on receiving payroll <u>1/1/00</u>		
RELOCATION DATA			Dept: 2060 Job Code: 9785		
Covered under Relocation Policy Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated Cost of Household Goods _____	Currently Receiving MIRD Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, date first received _____		
Own Home Rent Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, estimated reimburseable closing lease termination costs \$ _____	Mode of Travel: Flying <input type="checkbox"/> Driving <input type="checkbox"/> Shipping car <input type="checkbox"/>	Costs: _____		
SEPARATION VOLUNTARY <input type="checkbox"/> INVOLUNTARY <input type="checkbox"/>		Separation reason code _____ (See reverse for list of codes)			
Position/Department _____		Earned Vacation _____		Accrued Vacation _____	
Annual or Hourly Pay _____		Severance/Other _____			
Last Day worked _____ Term Date _____		Exit interview conducted by _____			
Recommended for rehire Yes <input type="checkbox"/> No <input type="checkbox"/>					
COMMENT SECTION					
<u>\$1 week Relo pay</u>					
Confidential 27537					

APPROVALS
 Initiated by: Name L. West Date 2/1/2000
 Authorized by: Name T. Helms Date 2/1/2000
 Function Head _____ Date _____
 Tom Prutzker _____ Date _____

APPROVALS
 Human Resources Director _____ Date _____
 Finance Authorization _____ Date _____
 President _____ Date _____

**PLAINTIFF'S
EXHIBIT**

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PERSONNEL REQUISITION/STATUS CHANGE PROCEDURES

PERSONNEL REQUISITION SECTION: (Must be completed for ... open positions)

- * For BUDGETED Replacements and/or Reclassifications:

Directors and below: Approved by: Manager, Department Head, HRD

AVP's and above: Approved by: Function Head, HRD, President, Tom Pritzker

- * For UNBUDGETED Replacements and/or New Positions:

All levels: Approved by: Function Head, HRD, President

Positions will not be posted or recruited for until Human Resources receives an approved Personnel Requisition.

STATUS CHANGE SECTION: (Will be completed by HR Department)

- * For NEW HIRES: (For offers matching the pre-approved personnel requisition)

All levels: Approved by: HRD

- * For NEW HIRES: (For offers above the pre-approved personnel requisition)

All levels: Approved by: Function Head, HRD, President

All approvals must be obtained prior to the job offer being made. All job offers must be made by the Human Resources department.

- * For TERMINATIONS:

Directors and below: Approved by: HRD

AVP's and above: Approved by: HRD, President, Tom Pritzker

10+ years of service: Approved by: HRD, President

- * For BUDGETED TRANSFERS, PROMOTIONS, SALARY ADJUSTMENTS:

Directors & Below: Approved by: Manager, Department Head, Function Head, HRD

AVP's and above: Approved by: Function Head, HRD, President, Tom Pritzker

- * For UNBUDGETED TRANSFERS, PROMOTIONS, SALARY ADJUSTMENTS:

All levels: Approved by: Function Head, HRD, President

AVP's and above: Also approved by Tom Pritzker

ADP PAYROLL/TERMINATION CODES

CODE	REASON	DESCRIPTION	CODE	REASON	DESCRIPTION
A	Chronic absence	Excessive absenteeism/tardiness resulting in discharge	M	Moved away	Relocation, not with Hyatt
B			N		
C	Compensation	More money/more benefits at another job	O	Other job	"Better" job
D	Deceased	Death	P	Progressive discipline	Repeated disciplinary action for misconduct in work
E	Education	Return to school full-time	Q		
F	Family Issues	Maternity, child/parental care	R	Retirement	Only for real retirees
G	Gross misconduct	Theft, assault, other significant single act	S	Military leave	Military service, reserve duty
H	Health/personal	Illness, personal concerns which cause resignation	T	Transfer to another Hyatt	Inter-Hyatt transfer, separated from Corporate office
I	Incompetent	Poor performance, inability, not misconduct	U	LOA-Maternity	Did not return from maternity L.O.A.
J	Resign in lieu of termination	Resign in lieu of termination	V	LOA-Medical	Did not return from medical L.O.A.
K	Separation Agreement	Separation Agreement	W	Adjustment Period	Did not pass adjustment period
L	Lack of work	Reduction in force, layoff, permanent in nature			

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